

DEPUTY CITY MANAGER

POSITION SUMMARY: Act as the City Manager's deputy and serve as communication director. Serve as liaison between the City Manager and community groups, boards, designated government agencies, and other staff or departments as assigned. Responsible to work with departments and the community to develop and implement programs related to diversity, equity, and inclusion. Responsible for developing, overseeing, coordinating, and implementing diverse programs and activities related to business and community growth. Work is frequently performed under broad direction in which independent judgment is exercised. Acts as the City Manager as directed.

SUPERVISION RECEIVED: Work is performed under the direction of the City Manager.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Advises and works cooperatively with the City Manager, city attorney, department heads, leadership team, City Council, and others to establish priorities; develop goals, strategic plans, and policies; and implement a variety of special projects.
2. Responsible to work with departments to review, improve, and develop diversity, equity, and inclusion initiatives, trainings, and programs as they relate to all functions of the City, both internal and external, following the City's mission of Community, Safety, Stewardship.
3. Carries out various administrative assignments which may involve formulating policy, establishing procedures, and accounting for results. Researches information, prepares reports, and makes recommendations to the City Manager and City Council.
4. Acts as City spokesperson and communication director, establishing and maintaining effective relationships with residents, news media, City officials, employees, business representatives, volunteers and other interests. Coordinates with the department of public safety's public information officer as necessary.
5. In coordination with the City Manager and finance director, develops broad financial goals, supports, and controls in accordance with accepted fiscal practices and state and local regulations.
6. Provides effective leadership and mentoring of personnel. Supervises personnel, evaluates performance, oversees training and professional development, and confirms department staff has required certifications and licenses. Ensures proper labor relations and conditions of employment are maintained.
7. Serves as the City's principal liaison resolving resident complaints and other important issues with interested parties by working with the appropriate department. Responds to public inquiries and investigates complaints.
8. Leads or serves as a member and/or staff liaison to various employee or professional committees, including City Council. Attend and present at meetings as required. May serve

as the Downtown Development Authority (DDA) administrator and may act as economic development coordinator, including EDC and Brownfield Redevelopment boards. represent the City on boards, commissions, and committees as directed by the City Manager. Develops and implements programs and procedures regarding business recruitment, retention, and expansion.

9. Seeks and secures alternative funding sources such as grants, partnership agreements, and sponsorships.
10. Acts as the City Manager in his/her absence as appropriate and necessary.
11. Performs organizational and procedural analyses of the City departments and areas as directed; may be responsible for oversight of the data analytics and communication functions of the city manager's office. May be assigned management responsibility for specific City operations or key activities.
12. Authors, implements, and enforces policies, processes, and procedures.
13. Participates in the annual budget process with the City Manager, department heads, and finance director.
14. Keeps abreast of legislative or regulatory developments and current issues. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
15. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Bachelor's degree in public administration, business, finance, or related area. Credentials beyond the degree requirement preferred including professional certification and/or master's degree.
- B. Job-related experience with progressively increased management responsibility.
- C. Knowledge of professional public management techniques involved in project management, communications and public relations, and community and employee relations.
- D. Possess a high level of interpersonal skills. Able to use good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts through which the City conducts its business and affairs.
- E. Proven ability to communicate effectively orally and in writing and makes presentation in public forums. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- F. Proven ability to think strategically, including providing leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.

- G. Demonstrated ability to persuade others and analyze complex information and to coordinate resources to accomplish organizational goals and objectives.
- H. Possesses excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- I. Ability to gather and analyze data and preparing accurate and timely reports, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively.
- J. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility. Extensive knowledge of Microsoft Office programs and social media platforms.
- K. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.
- L. Ability to critically assess situations and solve problems, to work efficiently and under stress, and to perform within deadlines and with changing work priorities.
- M. Ability to effectively train, lead, and motivate employees and to supervise and evaluate the work of others.
- N. Possesses a valid Motor Vehicle Operator's Permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in an office setting. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. Duties may be performed in and around various facilities, businesses, and construction sites. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are dangerous. The employee may be exposed to uncontrollable environments and circumstances, which may include all types of weather conditions. The employee is required to drive in inclement weather.

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